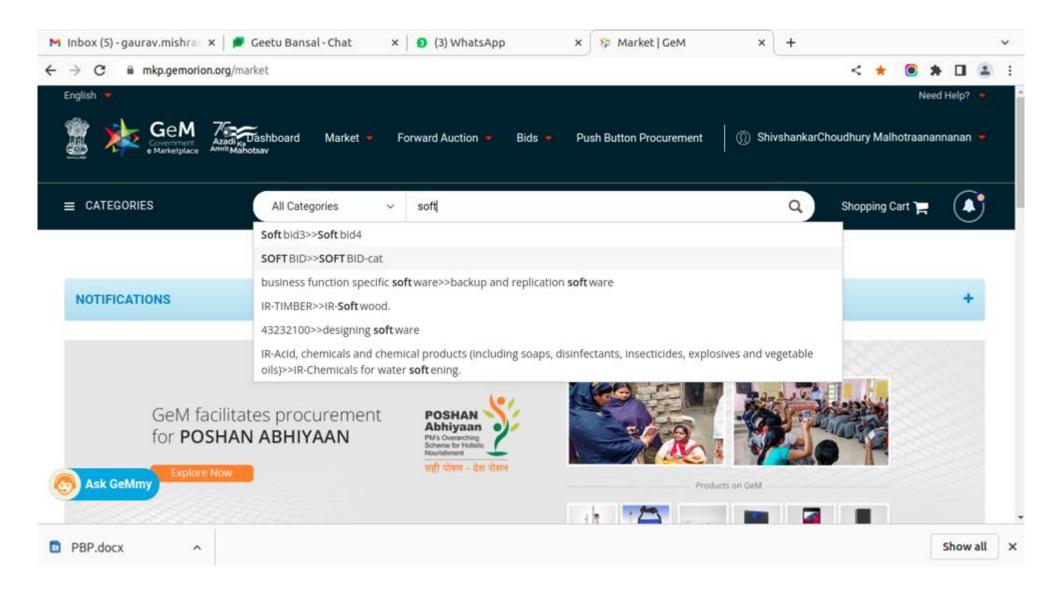
## **Push Button Procurement Manual**

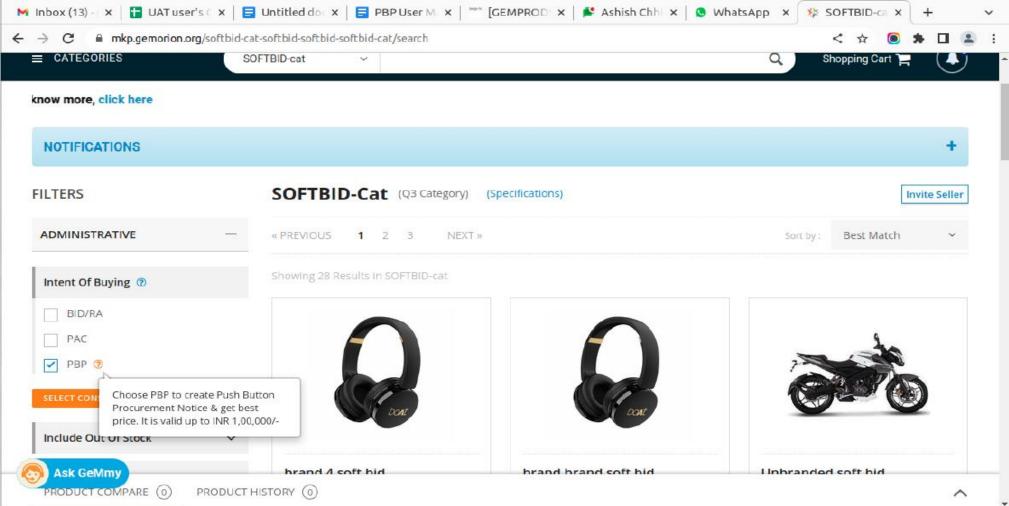
Step 1: Login to the GeM account

English 🔻 📔 🕒 Dark Mode 📔 Font Size A- A A+ 📔 Skip to Main Content	S1800-419-3436
Geen Government e Marketplace	Bids 🔻 Sign Up 🔻
Not Registered with GeM ? Sign up to experience the Marketplace	
Register as Buyer 🛛 🌐 Register as Seller	Login in to Government e Marketplace   GeM
Need help with your Login ?          Raise a Ticket         Agents and experts available on a single platform ready to help you	Dear User, You can now login in GeM using your NIC e-mail credentials. NIC Email ID * 1 he****dia@gov.in
Contact Us Email. helpdesk-gem[at]gov[dot]in Call: 1-1800-419-3436 / 1-1800-102-3436 ( 8 am - 8 pm Mon to Sat )	Enter NIC Email Password *
	Submit     Cancel       Forgot your NIC Email password ?

Step 2: Select the category of the required product.

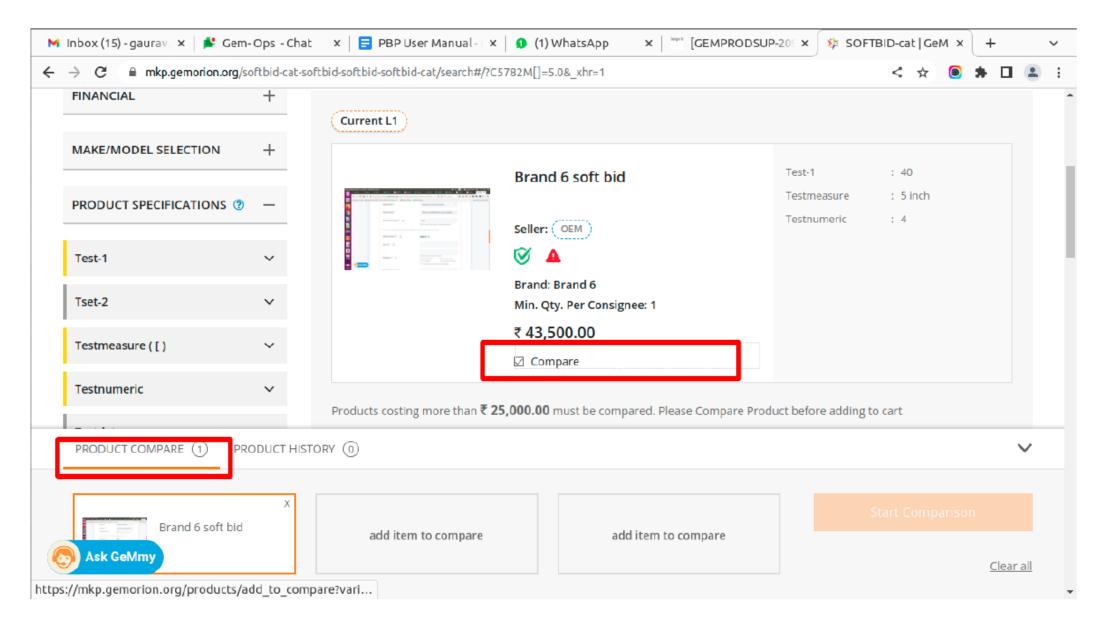


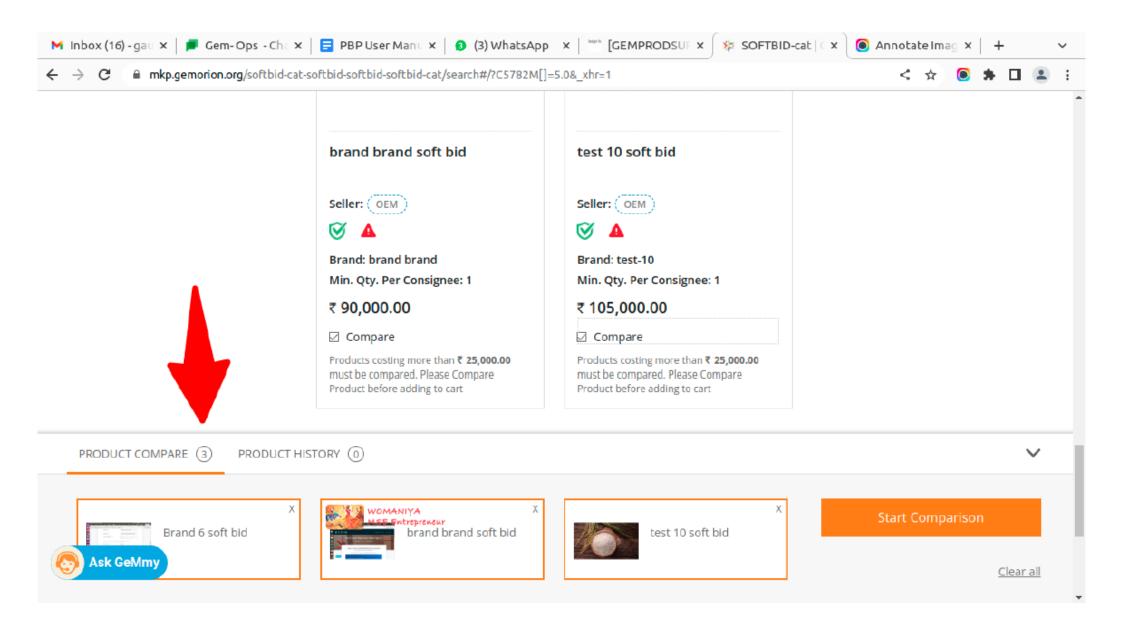
### Step 3: Opt for PBP check box under the ADMINISTRATIVE filter.



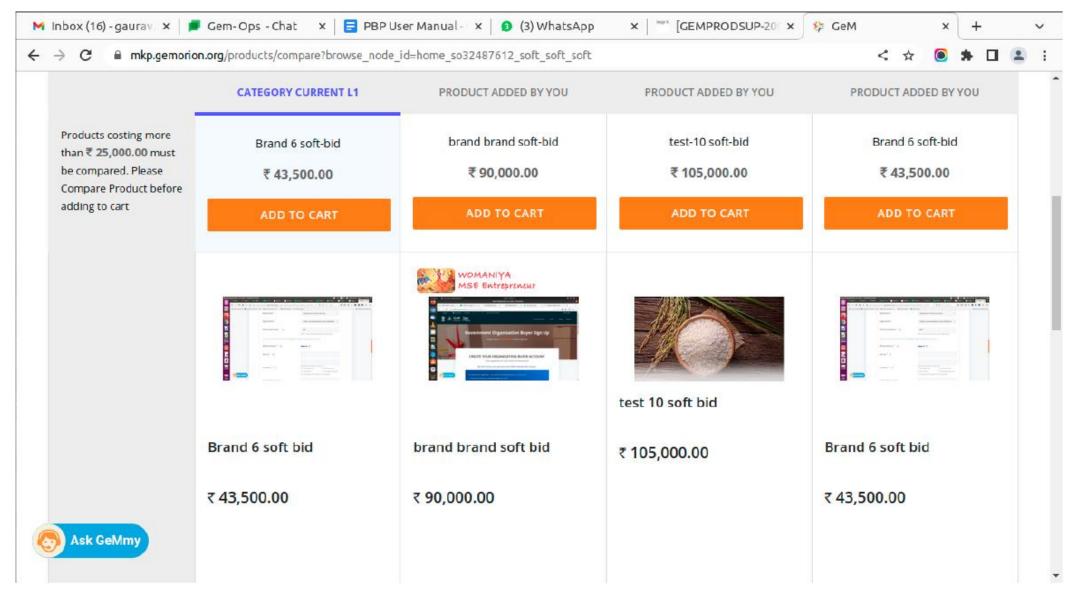
ADMINISTRATIVE —	Testmeasure ([): 5.0 X		
Intent Of Buying (?)	(Current L1)		
<ul> <li>BID/RA</li> <li>PAC</li> <li>Delivery Location</li> </ul>	``````````````````````````````````````		×
PBP (     Multiple consignees are n     State	not allowed in DP, L1 and PBP. Howeve	r buyers can add multiple consignees in procurement through Delivery Location	n <mark>bid.</mark> Quantity (NOS.)
SELECT CONS	~	ShivshankarChoudhury Malhotraanannanan, Abc, 🗸	100
Include Ou SEARCH	RESET		
	X		

Step 5: The system prompts for comparison and the buyer needs to compare the Products within in 3 different OEMs





Step 7: Add the system generated L1 product to the cart to proceed further.



Step 8: Post carting of the product, buyer need to create a push button procurement notice by clicking the create PBP notice

→ C	norion.org/purchase/511687787338735/checkouts/user_info_new		< 1	r 🔘	* 🗆	
		Forward Auction is li	ve now. To know more	e, click	here	
NOTIFICATIONS					- 1	
SHOPPING CART						
	Product Title	Unit Price	Quantity		Sub Tota	J
	Brand 6 soft-bld Item Added on 19.08.2022 10 DAYS LEFT Comparison Sheet	₹ 145.00	3		₹ 435.00	
CREATE PBP NOTICE PBP Notice can be cre order.	eated to get best price for the product, all eligible sellers on GeM will	l be allowed to offer their reduced rates within 3 d	lays, post which you car	n place d	lirect	

Step 9: Buyer may reconfirm and update the quantity and delivery period prompt for saving the details.

	PBP Notice				
Kindly pul before pu	blish the PBP Notice to get price offerings from sellers/se iblishing PBP Notice.	rvice providers within 3 days. Y	ou can change the quantity a	and delivery period as per your requirement	
PBP No	tice Number: GEM/2022/PBP/153				
item(s): So	OFTBID-cat Consig	nees / Delivery Location(s)	Create	Date: N/A	
Item Speci				ate: N/A	
Total Parti	cipations: 0		PBP N	otice Status : Not Completed	
				Cancel	
1. ITEM	SPECIFICATIONS				>
2. CONS	IGNEES				
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Items	1				
Items					
Items	1				
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Items SOFT	1 BID-cat (3)	Address	Quantity*	Delivery Days*	
Items SOFT Consig	1 BID-cat (3) gnees and Quantity	Address Street 1 new Delhi, 110001	Quantity*	Delivery Days*	

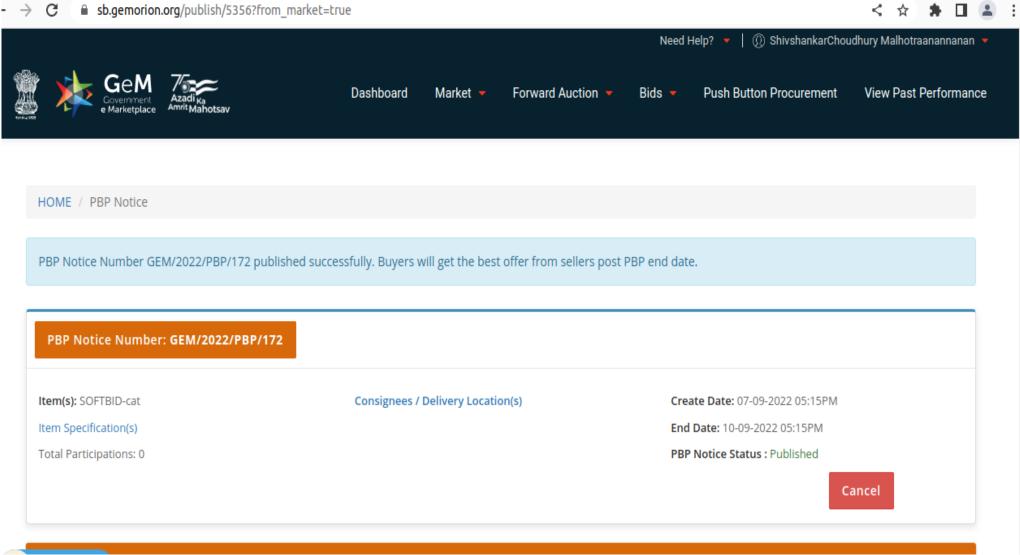
## Step 10: Buyer confirms the to save changes

# - → C 🔒 sb.gemorion.org/publish/5356?from\_market=true

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			_	
. ITEM SP	Save		×	
. CONSIG	<b>INEES</b> Do you want to save, are you sure?			
ltems 1			OK Cancel	
SOFTBIE	D-cat ( <b>100)</b>			
Consigne	ees and Quantity			

Step 11: Post which the PBP notice is published



## Opening of PBP by Buyer Post Seller offer submission

Step 1: Buyer may click on the PBP notice tab to see the list of PBP notices.

★ GeM   Bid Lists × +		
← → C ■ sb.gemorion.org/?page=1&per_page=20&tab=	PBP%20Notice&search=%/B%/D	🖈 🖸 🌧 Incognito 🚦 Need Help? 👻
	Dashboard Market <del>-</del> Fo	orward Auction 👻 Bids 👻 PBP Notice 🛛 ① Vinay Gupta 🔫
PBP Notice	Filte	er By 🔹
PBP Notice Number: GEM/2022/PBP/83		
Item(s): SOFTBID-cat	Consignees / Delivery Location(s)	Create Date: 20-07-2022 02:42PM
Item Specification(s)		End Date: 23-07-2022 02:42PM
Total Participations: 5		PBP Notice Status : Published
PBP Notice Number: GEM/2022/PBP/72		
Item(s): SOFTBID-cat	Consignees / Delivery Location(s)	Create Date: 19-07-2022 10:32AM

Step 2: The buyer click of the view offers to see the offers against PBP notice whose participation date has been closed.

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→ C	20&tab=PBP%20Notice&search=%7B%7D	🖈 🖸 🌧 Incognito
PBP Notice Number: GEM/2022/PBP/83		
Item(s): SOFTBID-cat	Consignees / Delivery Location(s)	Create Date: 20-07-2022 02:42PM
Item Specification(s)		End Date: 20-07-2022 03:25PM
Total Participations: 5		PBP Notice Status : Closed
		View Offers Cancel
PBP Notice Number: GEM/2022/PBP/74		
Item(s); SOFTBID-cat	Consignees / Delivery Location(s)	Create Date: 19-07-2022 11:10AM
Item Specification(s)		End Date: 19-07-2022 11:51AM
Total Participations: 5		PBP Notice Status : Order Created
		View Offers
Ask GeMmy		Validity expired on: 31-07-2022 05:45PM
In the COLTOID and	Constant (Della sectoria de la contecta)	CHANNE DIRECTOR OF 1000 00010014

### Step 3: Buyer can see all offers against that PBP notice and Seller details won't be visible.

	Dashboard Market 🔻	Forward Auction 🝷 Bids 👻 PBP Notice 🕡 Vinay	Gupta
Back to Index			
PARTICIPATIONS		FINANCIAL EVALUATION	
PBP Notice Number: GEM/2022/PBP/83			
Item(s): SOFTBID-cat	Consignees / Delivery Location(s)	Create Date: 20-07-2022 02:42PM	
Item Specification(s)		End Date: 20-07-2022 03:25PM	
Total Participations: 5		PBP Notice Status : Opened	
		Cancel	

#### 1. PARTICIPATIONS List Of Sellers/Service Providers Participated S.No. Seller/Service Provider Name Participated On Status **Evaluation Details** \*\*\*\* Jul 20, 2022 Accepted 1 Evaluation Details 2 \*\*\*\* Jul 20, 2022 Accepted Evaluation Details 3 \*\*\*\* Accepted Jul 20, 2022 Evaluation Details \*\*\*\* Accepted 4 Evaluation Details Jul 20, 2022 \*\*\*\* 5 Jul 20, 2022 Accepted Evaluation Details

2. FINANCIAL EVALUATION

Step 4: The buyer can see the specifications by clicking on "Evaluation Details"

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	Item(s): SOFTBID- Item Specification Total Participation	Specifications	livery Location(s)	Create Date: 20	1.07.2022.02-42PM	1		
		PBP Notice Number: GEM/2022/PBP/83 Seller/Service Provider Name: ****				1		
	1. PARTICIPA	Specification Details 🖒			-		~	
	List Of Sellers/ S.No. 1	Items (1) SOFTBID-cat (300) 🗳						
	3	****	jul 20, 2022	Accepted	Evaluation Details			
	4	****	jul 20, 2022	Accepted	Evaluation Details			
	5	****	jul 20, 2022	Accepted	Evaluation Details			
0	Ask GeMmy	EVALUATION					>	

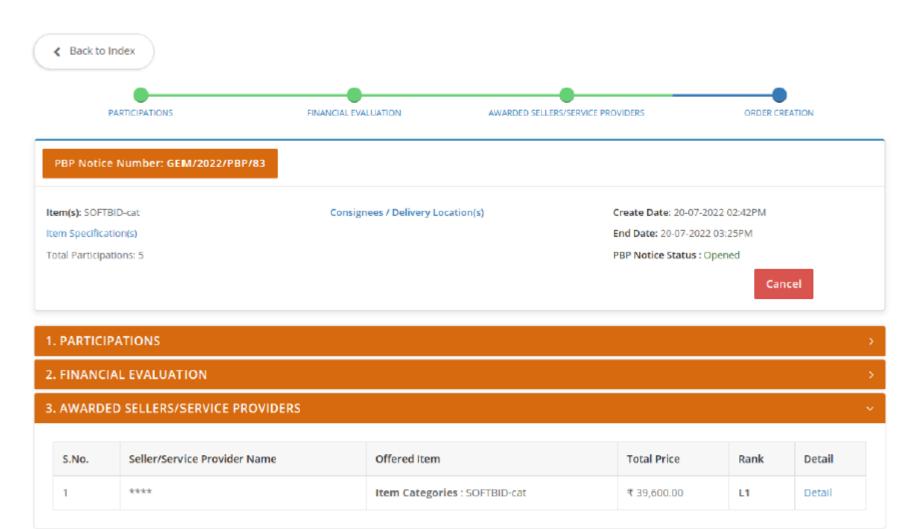
## Step 5 : Buyer needs to click View Price Offering Button to open financials offering

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Back to Index						Î
	PARTICIPATIONS			FINANCIAL EVALUATION		
PBP Notice Number: GE	M/2022/PBP/83					
Item(s): SOFTBID-cat		Consignees / Delivery Locati	on(s)	Create Date: 20-07-2022 02:42	PM	
Item Specification(s)				End Date: 20-07-2022 03:25PM	I.	
Total Participations: 5			PBP Notice Status : Opened	tatus : Opened		
					Cancel	
1. PARTICIPATIONS						3
2. FINANCIAL EVALUAT	ION					~
View Price Offering						
Ask GeMmy WEB INFO	BOUT GEM	NEWS & EVENTS	RESOURCES	TRAINING	NEED HELP?	

Step 6: buyer needs to authenticate the opening of financial offering by OTP

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< Back to Inde				_	
	ОТР	Verification		×	
	PART Enter C	)TP*	Verify OTP	LUATION	
PBP Notice N	umber: GEM/2022/PI	09:53 Not rece Resend OTP	ived OTP in 10 mins?		
Item(s): SOFTBID- Item Specification	OTP ha	s been successfully sent to ##	####8725 and email b#####		2 02:42PM 3:25PM
Total Participation				PRP NOTICE Status : One	anad
Total Participation				PBP Notice Status : Ope	aned Cancel
Total Participation	ns: 5			PBP NOTICE Status : Ope	
1. PARTICIPAT	ns: 5			PBP Notice Status : Ope	
1. PARTICIPAT	ns: 5			PBP Notice Status : Ope	
1. PARTICIPAT 2. FINANCIAL	ns: 5	NEWS & EVENTS	RESOURCES	TRAINING	
1. PARTICIPAT	TIONS EVALUATION	NEWS & EVENTS Newsroom Gallery	RESOURCES GeM Handbook OM's/Circulars		Cancel > ~

### Step 7: Post which system will show financial details of the L1

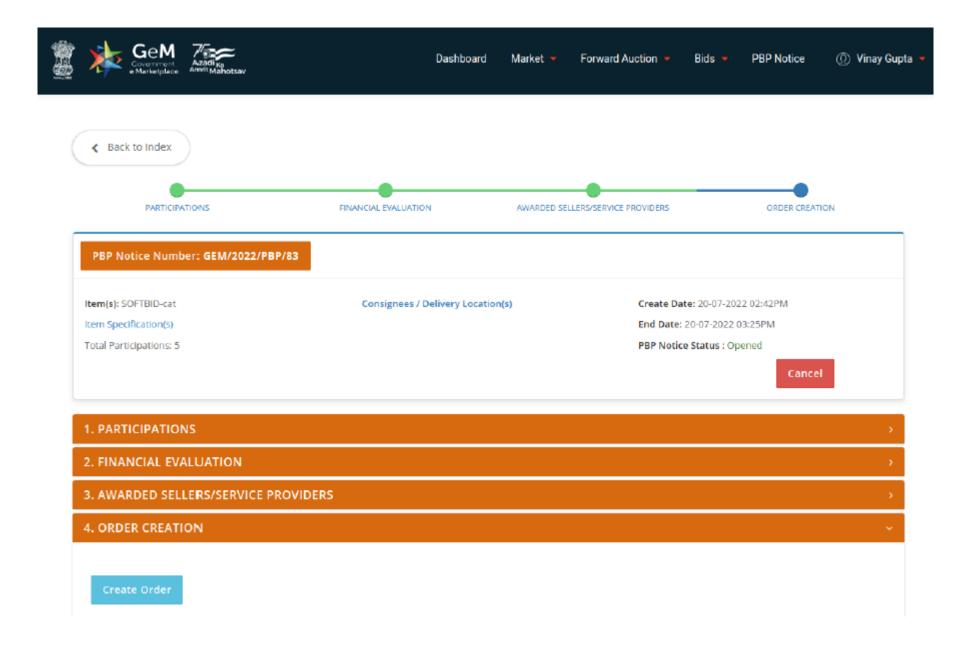


### 4. ORDER CREATION

Step 8: Buyer may check L1 Seller's offered Price as per Unit by clicking on "Detail"

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		Total Participatio	Category	Quantity	Price	e Parameters		Total Price		1				
			SOFTBID-cat	300	Dis	splay name	Value	₹ 39,600.00						
		1. PARTICIPA			Un	nit Price	132						>	
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		1	****		Item Cat	tem Categories : SOFTBID-cat ₹ 39,60			11		Deta			
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			Statistics	Gallery		OM's/Circulars		aining Calendar		lback				
	D	ocument Help	Right to Information	Notification	15	Terms and Conditions	Tr	aining Module	Rais	e a Tici	ket			

Step 9: Buyer may create the order by clicking on the create order tab.



GeM Azadiya Amit Mahotsav	Dashboard Market - Forward Auction - Bids - PBP Notice 🛛 👰 Vinay G	upta 🗕
E CATEGORIES All Categories ~	Q Shopping Cart "	
Forward Auction is live now. To know more, click here		
NOTIFICATIONS		+
Your demand no 511687726983244 has been saved successfully. Kindly fill t	he financial details and proceed further	
STEP 1 Order Summary		~
STEP 2 Financial Details		
Select Payment Authority	Please select payment authority 🗸 🗸	
Designation of official providing administration approval *		
Designation of official providing financial approval *		
GST / Tax invoice to be raised in the name of *	O Buyer O Consignee	
Do you want bill to be processed by Consignee *	🔿 Yes 💿 No	
TDS to be collected under?	✓ Income Tax ✓ GST Act	
IFA Concurrence / Competent Authority (HOD / Head of Office) Approval Require	ed? 🔿 Yes 💿 No	
Amount to be Paid	₹ 39,600.00	
Financial approval *	<b>Choose file</b> No file chosen Please upload file in .pdf format with size not exceeding 2MB.	

#### CONTINUE

Step 10: Post which buyer needs to click on accept and save to proceed further

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	order Summary					
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mail: bki	kbuyer@gembuyer.in				DEMAND NO : 511 DEMAND DATE : 2	
mail: bk		Quantity	Unit Price		DEMAND DATE : 2	
mail: bk	kbuyer@gembuyer.In	Quantity 300	Unit Price ₹ 132.00	(	DEMAND DATE : 2	0-07-2022
mail: bk	kbuyer@gembuyer.in Product Title			Sub Total	DEMAND DATE : 2	0-07-2022
mail: bk	kbuyer@gembuyer.in Product Title			Sub Total	DEMAND DATE : 2	0-07-2022
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